Audit Manager – User manual



Content

- How to execute an audit
- How to import export documents

Contact Audit-Manager@de.bosch.com in case of further questions!



Audit Manager – The New Bosch Audit App

Description

The iPad as a replacement for files and paper.
The Audit Manager for the iPad is a new app designed to facilitate the work for the auditors. With the iPad a new possibility to make their work more efficient, and in the process replacing files and paper, was found.

Features:

1. Adhoc reporting
2. Handwriting recognition
3. Photo capture and editing (see attachment)
4. Index
5. Email dispatch, OPL-function, Create CSV, note pad, filter functions
6. PDF/excel audit report
7. Upload/download of documents via iTunes
8. Random upload of questionnaires for the generic VDA app
9. Compatible with German and English languages



Audit Manager – The New Bosch Audit App

1. System Requirements iOS 6.x / iPad 2, 3, 4
2. Functionality Process Audit P1 – Potential Analysis available in update E05.13 .
3. The software serves the auditing support of manufacturing development, process development or product development in accordance with VDA Volume 6, Part 3 Status 2010. Only one manufacturing process and the process or product development can be audited simultaneously.



Create New audit

iPad 11:13 44%

Audit Manager

VDA 6.3 extended

Audits | Questionnaires

+ Audit

Sort

New Audit

Questionnaire Selection

Questionnaire	VDA 6.3 Process audit P2-P7
Auditname	Audit Sample EN
Audited object	Sample EN

Cancel | More settings | Done

Information | Library | Settings | en \| de

➢After clicking on „+ Audit“ you can determine the type of the Questionnaire, the Auditname and the Audited Object in the first step.



Audit Manager – Use

New Audit

iPad 14:18 Not Charging

Audit Manager

VDA 6.3 extended

Audits | Questionnaires

Audit | Edit | Date

Audit sample EN
0%
Object: Sample EN
Questionnaire: VDA
Date: 01.08.2014
new

Audit_dummy
0%
RBSNO: 47111234
Questionnaire: VDA BOSCH
Date: 01.08.2014
new

Audit_dummy
0%
RBSNO: 47111234
Questionnaire: VDA BOSCH
Date: 01.08.2014
new

Information | Library | Settings | en | de

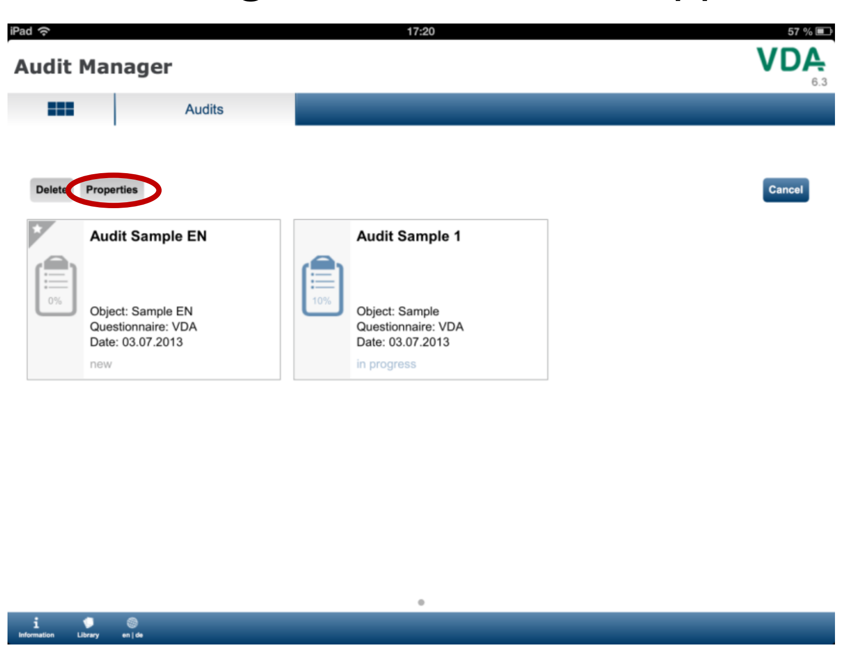
New audit appears in a new screen and can click to open the questionears.

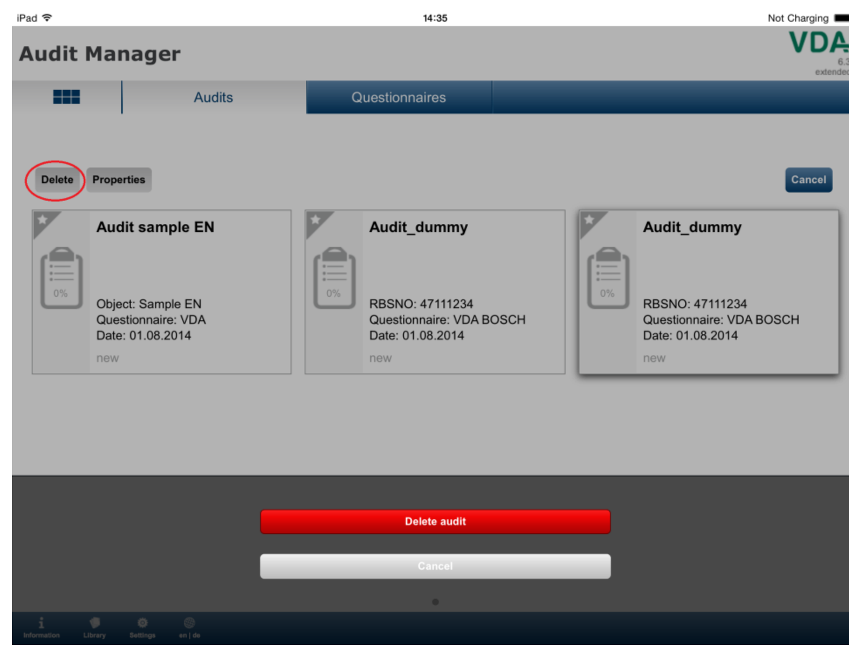




Audit Manager – Use

Entering of auditors and supplier data I





➢Click on the “Edit” button then on “Properties” and finally chose your audit.

➢Click on the “Edit” button then on “delete” and finally chose your audit to be deleted.



Entering of auditors and supplier data II

iPad 14:29 Not Charging

Audit Manager

VDA 6.3 extended

Audits

Delete Properties

Cancel

Audit sample EN

0%

Object: Sample EN
Questionnaire: VDA
Date: 01.08.2014
new

Audit_dummy

RBSNO: 47111234
Questionnaire: VDA BOSCH
Date: 01.08.2014
new

Properties

Auditname	Audit sample EN
Audited object	Sample EN
Questionnaire	VDA
Date	01-Aug-2014
Time	14:18

Auditor | Master data audited

Name	Firstname Lastname
E-Mail	email@example.com
Phone	0000 000000

Cancel Done

Information Library Settings en | de

In this window you can enter auditors and Master data audited.



Questions I

iPad 14:41 Not Charging

Audit Manager

VDA 6.3 extended

Documents | Questions | Evaluation | Finish

Audit sample EN
01.08.2014 | VDA | Sample EN

- 2 Project management
- 3 Process development
- 4 Carrying out process develop…
- 5 Supplier management
- 6 Production
- 7 Customer satisfaction

Information Library Settings en | de Notepad Status

In the category "Questions" there is a navigation tree on the left. Here you can chose different topics and questions.





Questions II

iPad 14:48 Not Charging

Audit Manager

VDA 6.3 extended

Documents | Questions | Evaluation | Finish

Audit sample EN
01.08.2014 | VDA | Sample EN

Conclude Question

2.1 Is the project organization (Project Management) established and defined the tasks and competences of the project manager and team members?

0 | 4 | 6 | 8 | 10

Statements — Note

Question will not be rated

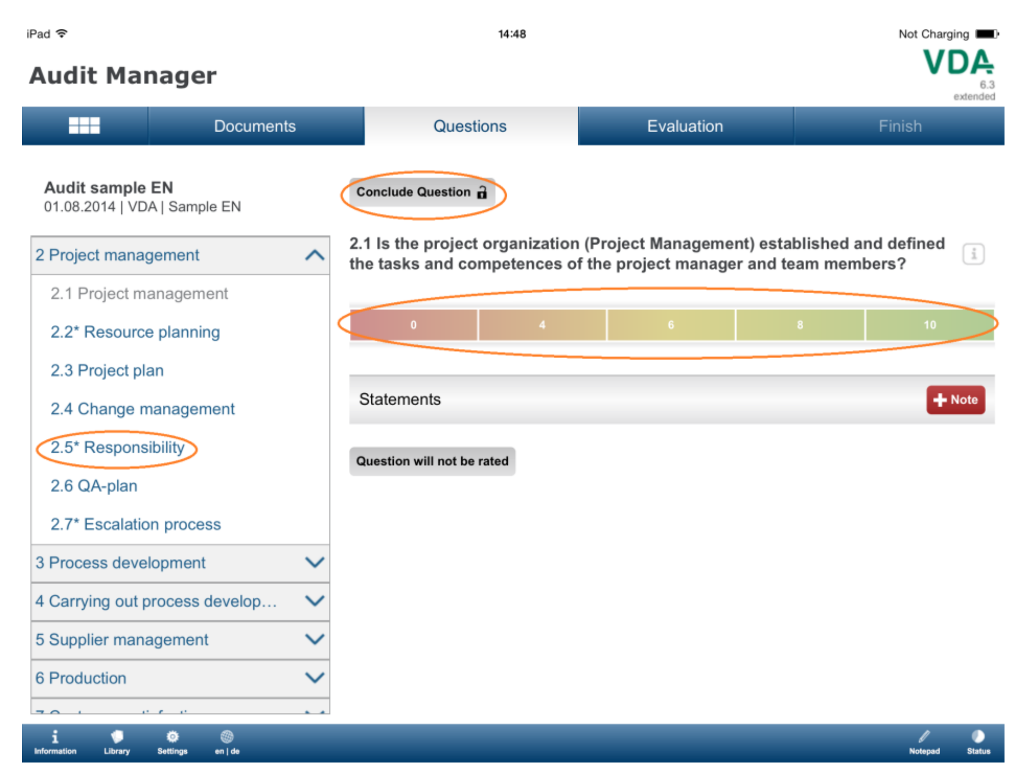
- 2 Project management
  - 2.1 Project management
  - 2.2* Resource planning
  - 2.3 Project plan
  - 2.4 Change management
  - 2.5* Responsibility
  - 2.6 QA-plan
  - 2.7* Escalation process
- 3 Process development
- 4 Carrying out process develop…
- 5 Supplier management
- 6 Production

Information | Library | Settings | en | de | Notepad | Status

In the subitems you can get additional information on the question and it can be answered by clicking on the button.



Questions III



- ➢The topic can be evaluated on a scale of 1 to 10. Questions with a star (*) are of higher importance.
- ➢To complete a question you have to enter notes select rating and click on “Conclude Question”.



Information field

iPad 17:21 56 %

Audit Manager

VDA 6.3

Information

VDA requirements

The project management is in a position to meet the customer's requirements.
A process for establishing the project management exists.
The authority of the project leaders and team members is specified, together with links to the organisation. All the expertise required for implementation is established.
The suppliers are engaged in the project management throughout.

Examples

- evidence of resources (specialists) for specific technologies
- specification of G7expertise and responsibilities of the project leader / project team
- project network for international projects (organisation)
- project organisation chart
- make-up of the project team
- G5requirements

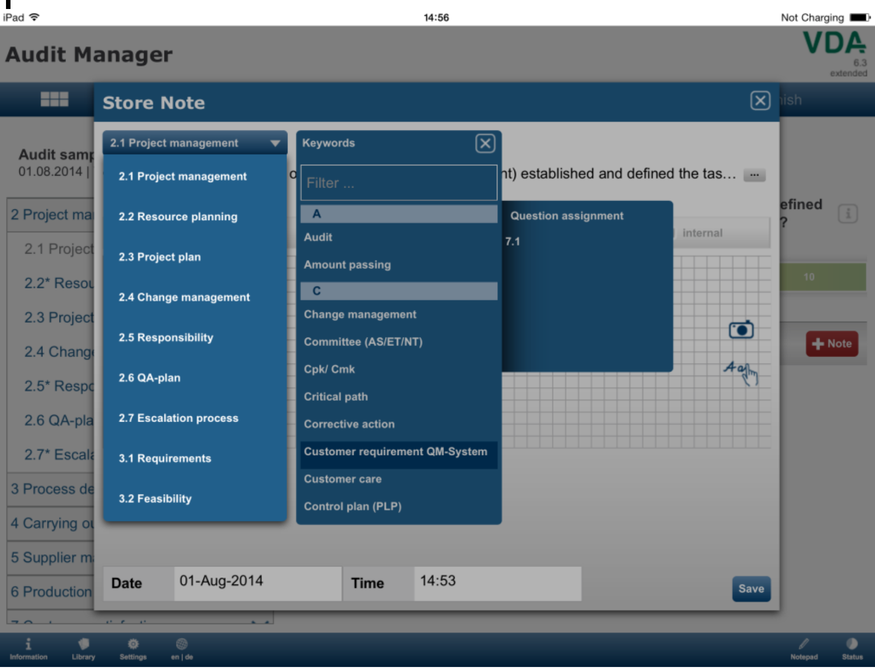
Information Library en | de Notepad Status





Audit Manager – Store Note

Store Note I



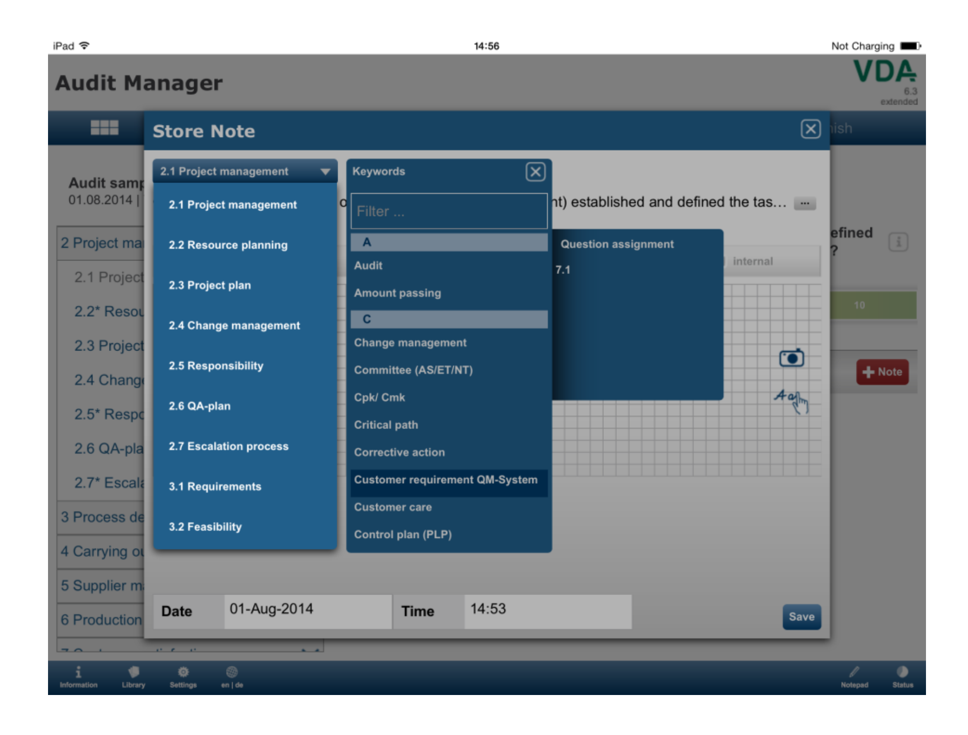
➢Question’s are listed in the drop down menu. This can be changed by selecting another question.

➢Keywords are listed form the Question assignment , this selection will directly assign the note to selected key word question



Audit Manager – Store note

Store Note II



Keywords are listed form the Question assignment , this selection will directly assign the note to selected key word question



Audit Manager – Store note

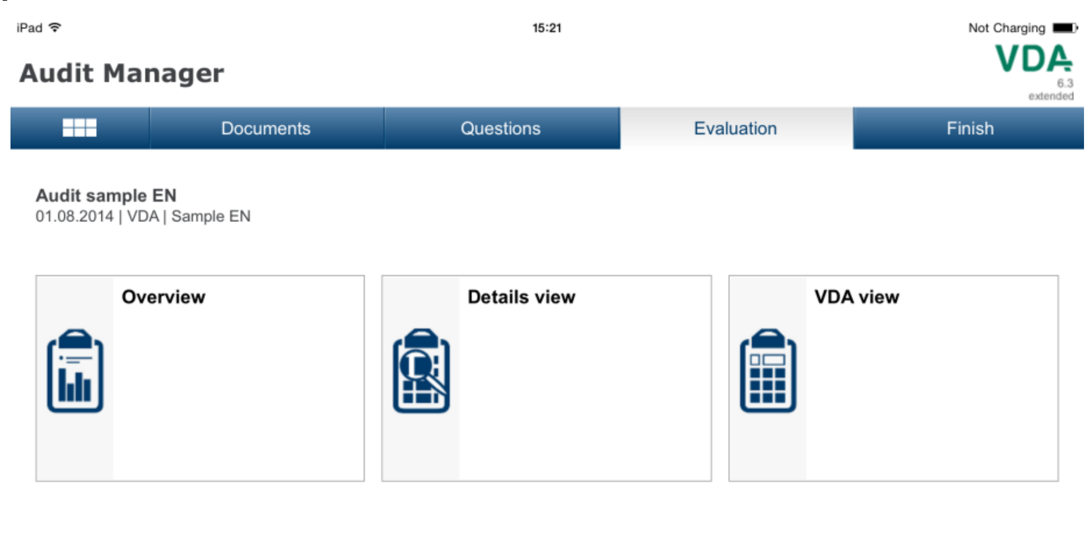
Store Note III

You can also chose if the question should be saved as conform, non conform, as a hint or for internal information.



Audit Manager - Evaluation Tab

Evaluation





- ➢Evaluation section is shows details of the audit completed.



Audit Manager - Evaluation Tab

Evaluation I

iPad 15:21 Not Charging

Overview

Auditname	Audit sample EN
Audited object	Sample EN
Auditor	
Questionnaire	VDA

Rating

n.b. Add text (optional) -

Reasons for downgrading

Positive note

iPad 15:23 Not Charging

Overview

Auditname	Audit sample EN
Audited object	Sample EN
Auditor	
Questionnaire	VDA

Rating

A Add text (optional) 90 %

Reasons for downgrading

*Question2.5 Rating <=4

Positive note

- You can comment on the evaluation in the Overview page.
- A question is downgraded if one of the questions with a star (*) is rated with the points 0 or 4; meaning a lower rate then the other questions.



Audit Manager - Evaluation Tab

Evaluation II

iPad 15:21 Not Charging

Audit Manager

VDA 6.3 extended

Documents | Questions | Evaluation | Finish

Audit sample EN
01.08.2014 | VDA | Sample EN

Overview

Details view

VDA view

Information Library Settings en | de Notepad Status

iPad 14:54 33%

Details view

Selection

Choose process element

Process element ascending

Selected: P2, P3, P4, P5, P6, P7

Rating

0 4 6 8 10

Note type

Process element: P2-Project management
Question: 2.1 Is the project organization (Project Management) established and defined t…

Statement
project contact
Immediate action
steps to be considered

Rating 8 Process element 80 %

Process element: P2-Project management
Question: 2.2* For project management, the necessary resources are planned, and there…

Statement
hb
Immediate action
jbjbh

Rating 8 Process element 80 %

Process element: P2-Project management
Question: 2.2* For project management, the necessary resources are planned, and there…

Statement
hbhbvbb

Rating 8 Process element 80 %

Here you can see everything in detail with filters.



Audit Manager – Evaluation Tab

Evaluation III

iPad 15:21 Not Charging

Audit Manager

VDA 6.3 extended

Documents | Questions | Evaluation | Finish

Audit sample EN
01.08.2014 | VDA | Sample EN

Overview | **Details view** | **VDA view**

Information | Library | Settings | en | de | Notepad | Status

iPad 16:04 Not Charging

VDA view

Process	Element									
Project management	P2 (Epm)	2.1	2.2*	2.3	2.4	2.5*	2.6	2.7*		
	69 %	10	0	10	8	10	4	6		
Process development	P3 (Epp)	3.1	3.2*	3.3	3.4	3.5				
	100 %	10	10	10	10	10				
Carrying out process developement	P4 (Epr)	4.1	4.2	4.3	4.4	4.5*	4.6	4.7	4.8	4.9
	43 %	n.b.	n.b.	10	0	4	6	4	6	0
Supplier management	P5 (Elm)	5.1*	5.2	5.3	5.4*	5.5*	5.6	5.7		
	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.		
Production	P6 (Epg)	Transport and parts handling								
	67 %	6.1.2	6.1.3	6.1.4	6.2.5	6.2.6	6.4.4	6.6.2	6.6.3	
		-	-	-	-	-	-	-	-	
Process input	P61 (Eu1)	6.1.1*	6.1.2	6.1.3	6.1.4	6.1.5				
	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.				
Process sequence	P62 (Eu2)	6.2.1*	6.2.2	6.2.3*	6.2.4*	6.2.5	6.2.6			
	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.	n.a.			

Gen. approach	PV	ZI	KO	RI
P2	10	7	5	6
P3	10	10	10	10
P4	5	5	4	4
P5	-	-	-	-
P6	10	-	0	10

Total performance level (Eg)	70 %	Transport and parts handling	-	Generic approach	PV	ZI	KO	RI
					88 %	73 %	48 %	76 %

In the VDA view you can get an overview over the answered questions and their evaluations.



Audit Manager – Tab Finish

Finish

iPad 16:16 Not Charging

Audit Manager

VDA 6.3 extended

▦	Documents	Questions	Evaluation	Finish

Audit sample EN
01.08.2014 | VDA | Sample EN

Audit result
Create PDF
Signature
Send PDF
Send E-Mail

Audit data
Create CSV
Send CSV

OPL
Send E-Mail

Internal
Send E-Mail

Information Library Settings en | de Notepad Status

Audits can be sent as OPL and export it as a PDF, Email or CSV-file.



How to…

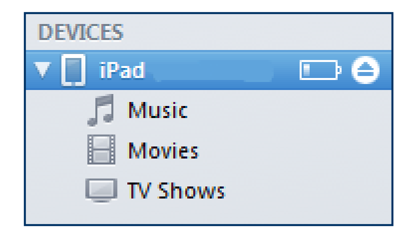
- Import a PDF document 
- Export an Audit report 
- Import a new questionnaire

… step by step

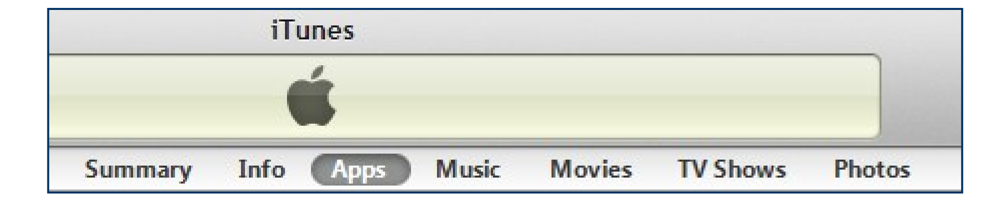



Import PDF documents

1 After you installed iTunes, download the app
2 Connect the iPad which would be detected automatically.



2 Click into the category “Apps”.

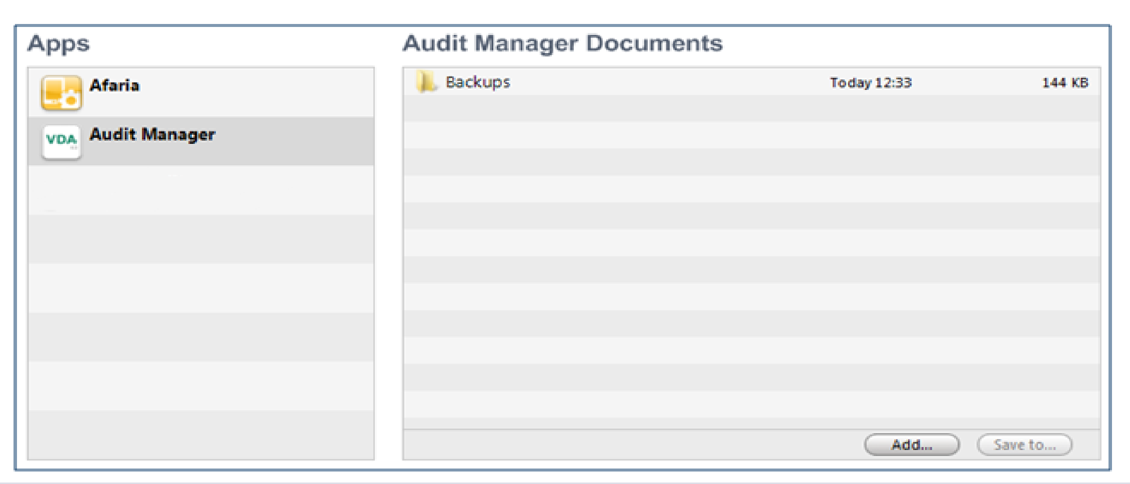





3 Scroll down and chose “Audit Manager” for file sharing.



4 Import the documents saved as .pdf-file via “Add…”.







5 Chose PDF and sync.

Apps

- Afaria
- Audit Manager

Audit Manager Documents

Name	Date	Size
Backups	Today 15:55	148 KB
Export -	Today 14:44	56 KB
PDF_Sample_1.pdf	Today 14:09	136 KB

Add... Save to...

Capacity 13,36 GB

Photos 0,05 GB | Apps 0,08 GB | Other 1,02 GB | Free 12,3 GB

Sync





6.1 Call up the app and the according audit. Click on “Documents”.

iPad 16:36 Not Charging

Audit Manager

VDA 6.3 extended

Documents | Questions | Evaluation | Finish

Audit sample EN
01.08.2014 | VDA | Sample EN

+ Documents

Name

Audit documents 0

Information | Library | Settings | en | de | Notepad | Status





6.2 Chose PDF-file.

iPad 16:36 Not Charging

Audit Manager

VDA 6.3 extended

Documents | Questions | Evaluation | Finish

Audit sample EN
01.08.2014 | VDA | Sample EN

Audit documents

Name

Documents selection

File.pdf

Look.pdf

Sample.pdf

Test.pdf

Documents can be transfered to the App in PDF Format via iTunes -> Apps -> Audit Manager

Next

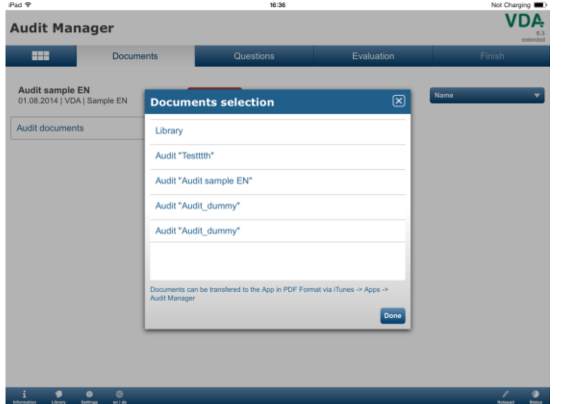
Information Library Settings en | de Notepad Status



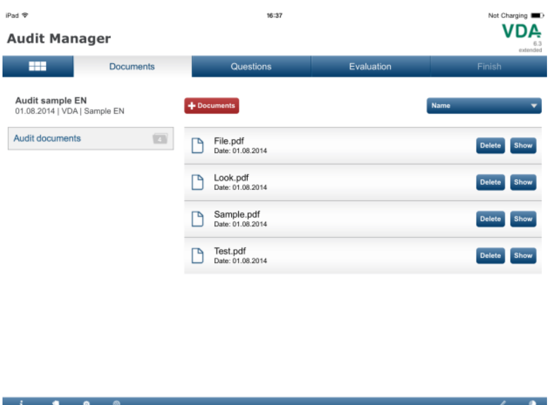
6.3 Assign Audit documents

- Library: visible for all
- Chosen audit: visible only with access to the audit

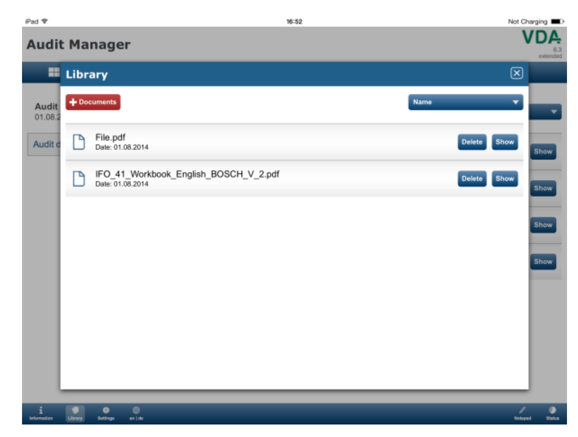
Document selection



Imported to an audit



Imported to the library





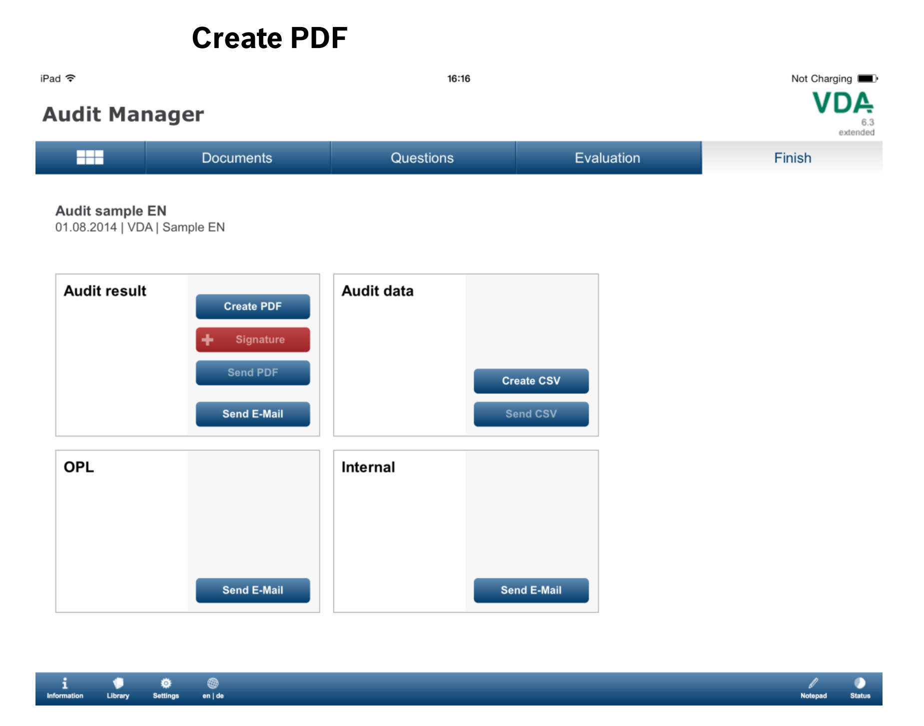


Audit Manager – Export PDF

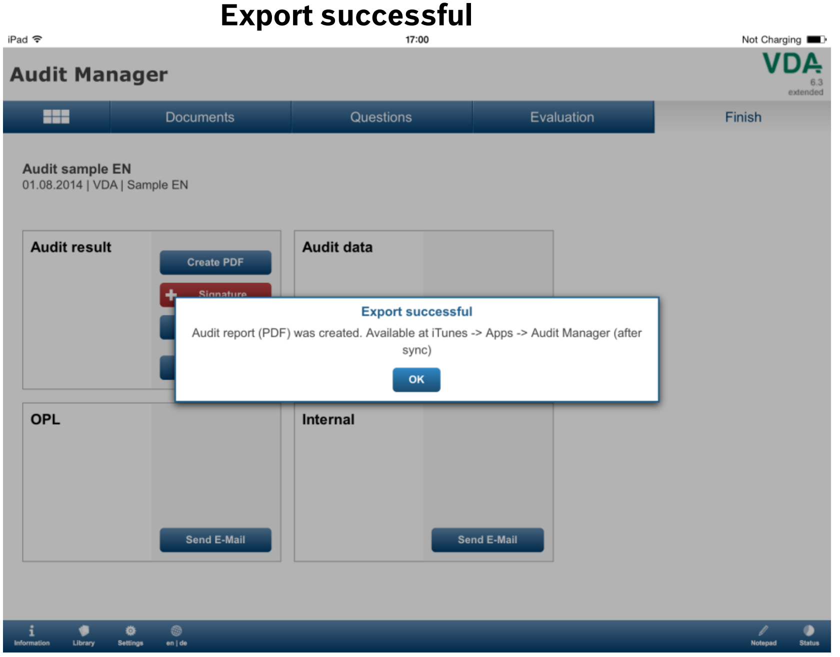
Export audit report

1 Click on “Finish” and click on “Create PDF”.
2 A message appears as “Export successful”

Create PDF

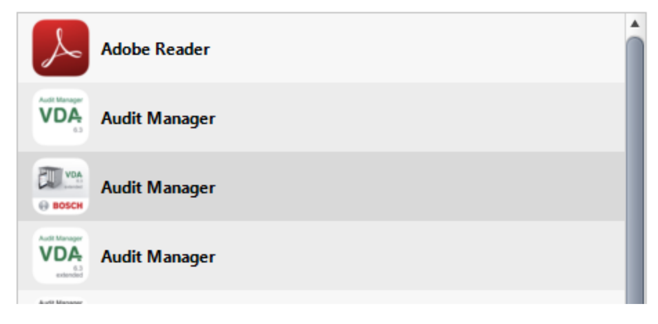


Export successful





2 Export is shown automatically in iTunes.
→ Save via "Save to…"



Audit Manager Documents

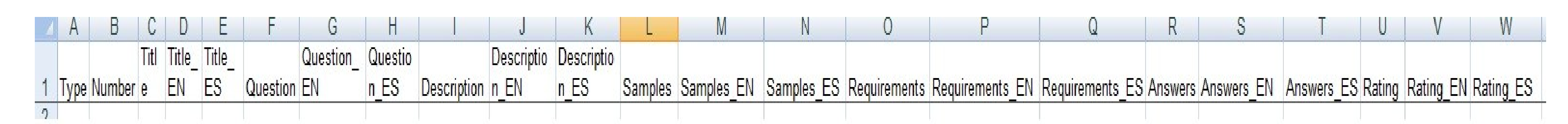
Name	Date	Size
Backups	Today 17:00	1.2 MB
Export - Report_Audit_sample_EN_Sample_EN_01.08.2014	Today 17:00	76 KB
Questionaire_Draft_test1.csv	30/07/2014 16:19	20 KB
Questionnaire_Ap.1. Reference SELF-ASSESSMENT QUESTIONNAIRE - Oct. 09....	04/02/2014 14:45	40 KB
Questionnaire_Ap.3. GSCP Reference AUDIT CHECKS - Oct. 09.csv	04/02/2014 14:49	148 KB
Questionnaire_N93 A12.csv	16/07/2014 15:18	8 KB
RGM_21_Auditapp_English.csv	28/05/2014 13:54	36 KB
RGM_Auditapp_Sheet.csv	05/05/2014 12:40	28 KB
Test.csv	Today 13:47	20 KB



Import a new questionnaire:

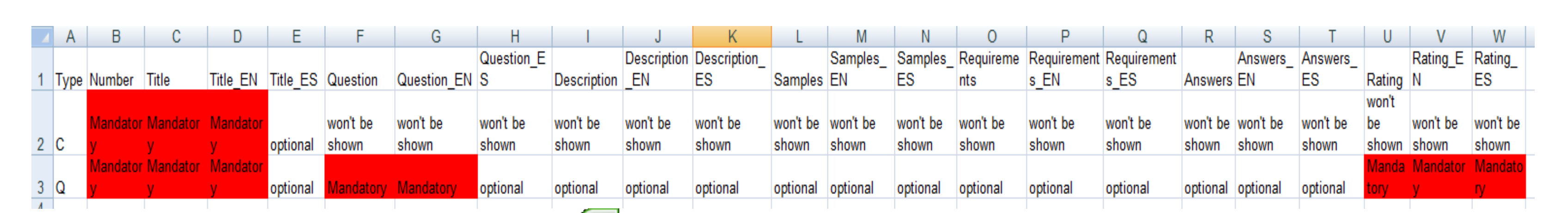
1 Standard format of all cells.

Note: Neither renaming the headings or changing the order of the template will produce an error while upload.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Type	Number	Title	Title_EN	Title_ES	Question	Question_EN	Question_ES	Description	Description_EN	Description_ES	Samples	Samples_EN	Samples_ES	Requirements	Requirements_EN	Requirements_ES	Answers	Answers_EN	Answers_ES	Rating	Rating_EN	Rating_ES
2																							

3 Enter Type (column A), either C (Chapter) or Q (Question) with the according mandatory fields.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W
1	Type	Number	Title	Title_EN	Title_ES	Question	Question_EN	Question_ES	Description	Description_EN	Description_ES	Samples	Samples_EN	Samples_ES	Requirements	Requirements_EN	Requirements_ES	Answers	Answers_EN	Answers_ES	Rating	Rating_EN	Rating_ES
2	C	Mandatory	Mandatory	Mandatory	optional	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown	won't be shown
3	Q	Mandatory	Mandatory	Mandatory	optional	Mandatory	Mandatory	optional	optional	optional	optional	optional	optional	optional	optional	optional	optional	optional	optional	optional	Mandatory	Mandatory	Mandatory
4																							

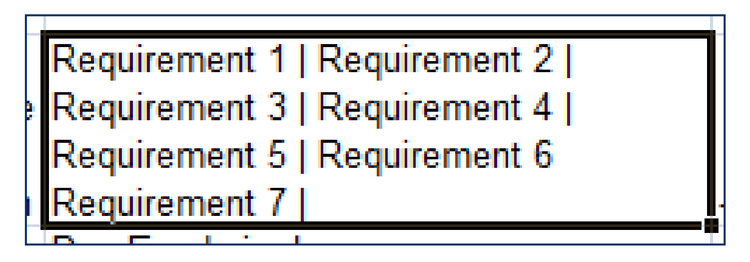
Template for filling the Questioners

Microsoft Office Excel Worksheet

Note: Mandatory fields are marked in RED in the above screen shot

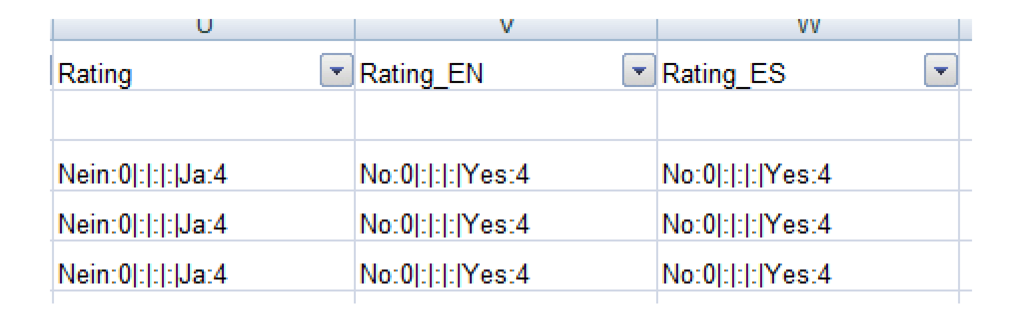


4 Different Requirements are separated via “|”



5 Format evaluation scale: Text 1. Button:0|Text 2. Button:1| and so on

Note: if you only have 3 rating criteria's only 3 buttons will be shown in the app



U	V	W
Rating	Rating_EN	Rating_ES
Nein:0|:|:|:|Ja:4	No:0|:|:|:|Yes:4	No:0|:|:|:|Yes:4
Nein:0|:|:|:|Ja:4	No:0|:|:|:|Yes:4	No:0|:|:|:|Yes:4
Nein:0|:|:|:|Ja:4	No:0|:|:|:|Yes:4	No:0|:|:|:|Yes:4





6 Edit and save as .xlsx file.
7 Save again as .csv-file → do not reopen, loss of the formatting is possible.

Possible mistakes:

1. Wrong line length; missing mandatory fields (usually Type Q).
2. Wrong evaluation length; not separated by “|” or wrong assignment.
3. Mistakes in the navigation tree. Column B: always a number at last and not more than two sub items.



THANK YOU



